

Updating Personnel Info with ASCII Data

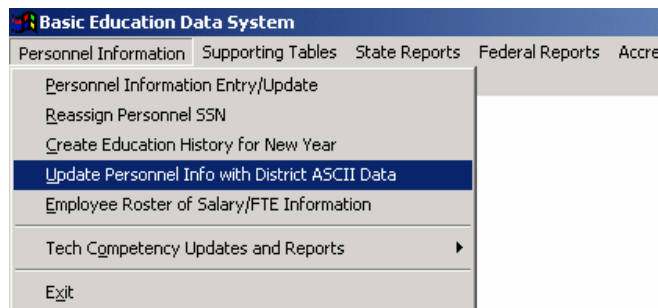
District staff and salary information may be electronically imported into the IBEDS Electronic Program if the files are in "ASCII" format.

Build five (5) separate files. The first is the "personal" file, the second is the "certified employment" file, the third is the "non-certified employment" file, the fourth is the "certified assignment" file and the fifth is the "paraprofessional" file. All fields are required: if you do not use a field and it is defined as a character field, insert blank spaces. If you do not use a numeric field you must enter zero (0) in the space.

How To Import:

- ✓ From the "Personnel Menu"
- ✓ Select "Update Personnel Info With District ACSII Data" and following the instructions
- ✓ Call SDE for technical support

See "IBEDS ASCII File Layout" for the required file structure

A screenshot of the 'Update IBEDS Information with ASCII Data' dialog box. It contains the following fields and controls:

- School Year: 2008
- District: [dropdown menu]
- Type of Run: ☒ Trial ☐ Update files
- Update Personnel Information: ☒ Yes ☐ No
- Directory Selection button
- Path/Directory/File: [text input]
- Update Certified Employment Information: ☒ Yes ☐ No
- Path/Directory/File: [text input]
- Update Certified Assignment Information: ☒ Yes ☐ No
- Path/Directory/File: [text input]
- Update Noncert Employment Information: ☒ Yes ☐ No
- Path/Directory/File: [text input]
- Update Paraprofessional Information: ☒ Yes ☐ No
- Path/Directory/File: [text input]
- Process ASCII Data button
- Exit button

This function provides updating of IBEDS information with ASCII data. A Trial run will produce an error report without updating any files. If an error is found within an ASCII record, that record will be rejected and no update will occur.

IBEDS ASCII File Layouts

9/21/2007

Personal File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
Last Name	24	Character	
First Name	14	Character	
Middle Name	14	Character	Optional
Birth Date	10	Character	mm/dd/ccyy
Gender	1	Character	M/F
Ethnicity	1	Character	Must be valid Ethnicity Code W,H,B,N,A
Degree Claimed for Funding	2	Character	Must be valid Degree if entered
Year of Highest Degree	4	Character	CCYY - required if Highest Degree entered
Additional Credits	3	Numeric	Additional Credits after degree claimed for funding
Degree Institution	3	Character	Must be a known valid Institution code if entered
Degree State	2	Character	Alpha State code
Last year credits received	4	Character	CCYY
Years experience in State for K-12	2	Numeric	K-12
Years experience out-of-State for K-12	2	Numeric	K-12
Years experience non-public for K-12	2	Numeric	K-12
Higher Ed in-state experience	2	Numeric	
Higher Ed out-of-state experience	2	Numeric	
Status	1	Character	Must be "A"ctive, "I"nactive, or "T"erminated
Initial Certification Year	4	Character	CCYY

* No changes for 2007/2008

IBEDS ASCII File Layouts

9/21/2007

Certified Employment File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
School Year	4	Character	CCYY
District	3	Character	
Building	3	Character	
School Type	1	Character	“R”egular or “C”harter. Only one Regular in each District.
Status	1	Character	Must be “A”ctive, “I”nactive, or “T”erminated
Employment Date	10	Character	mm/dd/ccyy
Contract Type	1	Character	“C”ontinuting or “A”nnual
Year in District	2	Numeric	
Termination Date	10	Character	mm/dd.ccyy – Required if employee is not Active
Termination Code	2	Character	Required if employee is not Active
Contract Base Amount	6	Numeric	Whole dollars – First of 2 contracts if applicable
Contract Days	3	Numeric	Cannot exceed 261
FTE	3	Numeric	n.nn (Implied decimal) e.g. 100 would be 1.00 FTE
Contract Base Amount	6	Numeric	Whole Dollars – Second of 2 contracts if applicable
Contract Days	3	Numeric	Cannot exceed 261
FTE	3	Numeric	n.nn (Implied decimal) e.g. 100 would be 1.00 FTE
Extra Pay Code	1	Character	First of 4 extra pay
Extra Pay Amount	4	Numeric	
Extra Pay Code	1	Character	Second of 4 extra pay
Extra Pay Amount	4	Numeric	
Extra Pay Code	1	Character	Third of 4 extra pay
Extra Pay Amount	4	Numeric	
Extra Pay Code	1	Character	Fourth of 4 extra pay
Extra Pay Amount	4	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	Whole percent. E.g. 75 would be 75%
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	

* No changes for 2007/2008

IBEDS ASCII File Layouts

9/21/2007

Certified Assignment File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
School Year	4	Character	CCYY
District	3	Character	
Contract	1	Character	1 or 2 – will match to Employment Contract
Building	3	Character	
School Type	1	Character	“R”egular or “C”harter. Will match Employment in District.
Period	1	Character	1 - 9
Grade	2	Character	P, K, 1-12, A, U
Assignment Code	5	Numeric	Must be valid Certified Assignment
Black Male Enrollment	3	Numeric	
Black Female Enrollment	3	Numeric	
White Male Enrollment	3	Numeric	
White Female Enrollment	3	Numeric	
Hispanic Male Enrollment	3	Numeric	
Hispanic Female Enrollment	3	Numeric	
Nat. Am. Male Enrollment	3	Numeric	
Nat. Am. Female Enrollment	3	Numeric	
Asian Male Enrollment	3	Numeric	
Asian Female Enrollment	3	Numeric	
Pacific Is Male Enrollment	3	Numeric	
Pacific Is Female Enrollment	3	Numeric	
Multi-racial Male Enroll	3	Numeric	
Multi-racial Female Enroll	3	Numeric	
Course Level	1	Character	“B”asic, “G”eneral, “E”nriched, “H”onors

* No changes for 2007/2008

IBEDS ASCII File Layouts

9/21/2007

Noncertified Employment File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
School Year	4	Character	CCYY
District	3	Character	
Building	3	Character	
Status	1	Character	"A"ctive, "I"nactive, "C"ertified
Employment Date	10	Character	mm/dd/ccyy
Termination Date	10	Character	mm/dd/ccyy - Required if employee is not Active
Termination Code	2	Character	Required if employee is not Active
Assignment Code	5	Character	First of 3 Assignment combinations
Rate of Pay	4	Numeric	nn.nn (Implied decimal) e.g. 1045 would be \$10.45
Hours per Week	4	Numeric	nn.nn (Implied decimal) e.g. 3200 would be 32.00 hours
Weeks	2	Numeric	
Assignment Code	5	Character	Second of 3 Assignment combinations
Rate of Pay	4	Numeric	nn.nn (Implied decimal) e.g. 1045 would be \$10.45
Hours per Week	4	Numeric	nn.nn (Implied decimal) e.g. 3200 would be 32.00 hours
Weeks	2	Numeric	
Assignment Code	5	Character	Third of 3 Assignment combinations
Rate of Pay	4	Numeric	nn.nn (Implied decimal) e.g. 1045 would be \$10.45
Hours per Week	4	Numeric	nn.nn (Implied decimal) e.g. 3200 would be 32.00 hours
Weeks	2	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	Whole percent. e.g. 75 would be 75%
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	
Funding Code	2	Character	
FTE Percent this Code	3	Numeric	

* No changes for 2007/2008.

Paraprofessional File Layout

<u>Field Description</u>	<u>Size</u>	<u>Type</u>	<u>Description</u>
Social Security Number	9	Character	Dashes will be edited in by import process
Degree	2	Character	Must be valid Degree if entered
Degree Date	10	Character	mm/dd/ccyy if Degree info entered
Degree Institution	3	Character	Must be valid Institution if Degree info entered
Credits	3	Character	Number of Academic Credits if Credit info entered
Credits Date	10	Character	mm/dd/ccyy if Credits info entered
Credits Institution	3	Character	Must be valid Institution if Credit info entered
ETS Date	10	Character	mm/dd/ccyy if ETS info entered
ETS Score	3	Character	ETS Score if ETS info entered
Date Competency Checklist met	10	Character	mm/dd/ccyy Date Competency Checklist was met (Required)
Competency Verified by	1	Character	"P"rincipal, "S"uperintendent, or Special Education "D"irector (One Required)
Name of Person Verifying Competency	25	Character	Required

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